



BUDGET PRINCIPLE: 6.02

Replaces Principle Dated: NEW

International Premium Fee Transfers

Approved by President’s Council: January 4, 2016

Effective Date: April 1, 2016

INTRODUCTION

The International Education Center (IEC) recruits international students to attend programs at the College’s Canadian campuses. A portion of the fees collected from these International students by the IEC are transferred to Academic Departments.

DEFINITIONS

Term	Definition
International Student Fee Premium	International students pay all relevant Canadian Fees plus one of two international premiums, based on program chosen. The International fee premium includes health insurance for full time students.
Academic Department	Academic departments are established to create and deliver instructional programs in varied formats to students. Each Academic department is managed by a separate Dean or Director reporting to a the Senior Vice-President Academic or Vice-President Communications, International and Strategic Priorities

PURPOSE

This budget principle identifies how the international student premium fees are transferred from the IEC to Academic departments that provide academic programs and services to international students. Given that the College cannot claim International student enrolment for provincial operating grants, international student premium fee revenue is required to fund the College’s costs associated with recruiting and serving these students.

PRINCIPLE

International student premium fee revenues paid by International students being served on Algonquin’s Canadian campuses are recognized in the IEC cost centre. Tuition fee revenues are recorded in the Academic Department that delivers the academic program in which the International student is enrolled. In order to ensure an appropriate portion of costs and net contribution margins are funded in the Academic Departments, the IEC will transfer 35% of the International student premium fees collected to the relevant Academic Departments.

POLICY

1. Authority

- Authority to approve the calculations of the premium fee transfer is held by the Director, Finance & Administrative Services after consultation with the Director, IEC and the Executive Director, Academic Operations and Planning.

2. Accountability

- The Director, IEC is accountable for ensuring that international student fee premium revenues are accurately recorded in the IEC revenue accounts.
- Academic Department Deans are accountable for ensuring the accuracy of the international student premium fee transfers from the IEC to the Dean's revenue accounts.

3. Reporting

- Details of the IEC enrolment per Academic program will be reported on by both the IEC and Academic Operations & Planning Departments to the College Budget Committee.
- Background for the calculation of the journal entries will be made available to all applicable Deans and budget holders by Academic Operations and Planning.

4. Time frame

- The details of the allocations will be shared by term prior to the end of the last accounting period for each term/semester, using the audit date enrolment figures.
- The journal entries will be completed by Finance on a College level basis, as necessary, before the closing of the last monthly accounting period for each term/semester.

5. Transparency

- The Deans will have visibility and participation in the transfer calculations and methodology through the annual budget development process.
- Finance and Administrative Services is responsible for ensuring that the information on the transfers and their dollar value is communicated to the Deans during the annual budget development process
- It is the responsibility of the applicable Dean to communicate the specific department results to their staff

PROCEDURES

1. During the annual budget development process, the IEC and Academic Operations and Planning will work together to establish projected international student enrolment levels and projected premium fee transfers
2. Once the annual budget is approved and during the fiscal year, audit date enrollment numbers will be used by IEC and Academic Operations & Planning to determine and process the actual premium fee transfer to Academic Departments
3. Finance and Administrative Services will process the premium fee transfers before the end of the last monthly accounting period of the term/semester or the end of the fiscal year close period, whichever comes first.

RELATED POLICIES:

RELATED DOCUMENTS: